

CLASSIFICATION

HVAC (Heating, Ventilation, Air Conditioning) MECHANIC

SUMMARY

Install, troubleshoot, maintain and repair refrigeration and air conditioning units, evaporative coolers, boilers, forced air furnace units and associated distribution and control systems. Coordinate activities of other trade shops, building engineers and subcontractors.

MINIMUM REQUIREMENTS

Four (4) years experience repairing refrigeration units;

AND

Completion of a recognized training or apprenticeship program in the field.

AND

40CFR Part 82, Subpart F Refrigerant Transition and Recovery Certification Type Universal

Strong knowledge of building automation systems, electrical, electronic, and pneumatic control troubleshooting.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Post-offer/pre-employment lift test.

Must hold a current Arizona Driver's license and have accrued no more than the allowable points against Driver's License as described under [Governing Board Policy: EEB-R-1](#) Business and Personnel Transportation Services - Transportation by Employees.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Install refrigeration, cooling and heating units and related distribution/ventilation and thermostatic control systems

Troubleshoot refrigeration, electrical, pneumatic control and energy management control systems, air handlers, boilers and forced air furnaces.

Rebuild refrigeration, cooling and heating systems.

Troubleshoot refrigerated kitchen equipment and water fountains.

Calibrate programmable logic controllers and pneumatic control devices.

Troubleshoot computerized timing systems.

Perform seasonal change over from heating to cooling, cooling to heating.

Perform preventative maintenance on boilers and refrigeration units.

Maintain EPA refrigerant logs.

Troubleshoots and tests controls using digital multi-meters, anemometers, infrared thermometers, gauges, and digital/analog manometers

Adjusts and calibrates pneumatic/electronic devices.

Determine method of repair and materials needed within established expenditure limits. Initiate purchase requisitions as needed.

Properly dispose of hazardous and refrigerant waste materials.

MARGINAL FUNCTIONS

Perform electrical and plumbing tasks in conjunction with repairing and installing units.

Investigate and repair small leaks in natural gas lines.

Keep informed on technical developments in field.

Perform safety inspection on vehicles and add fuel and fluids as needed.

MENTAL TASKS

Communicate. Read. Comprehend. Perform functions from written, graphic and oral instructions and from observing others.

PHYSICAL TASKS

Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance is normally available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 75 pounds up to 50 yards as a regular part of the job. Climbing, stooping, bending, reaching, walking and sitting for extended periods of time may be required as a normal part of the job. Employees must not have any limitations of motion, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Use office equipment such as telephone, computer and copier. Operate a standard and/or automatic transmission motor vehicle. May use 2 way radio to communicate with others. Use proper safety equipment and take all recommended precautions.

WORKING CONDITIONS

Indoor. Shop environment. Office environment. Exposure to noise and heat. Contact with employees, students and public. Outdoor. Exposure to all weather/climate conditions and temperatures, exposure to high voltage current, noxious chemicals, high-pressure systems, moving parts and asbestos. May work in small, cramped areas.

CONTROL, SUPERVISION

Monitor control of other tradesmen, technicians or contractors as assigned.

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